

5 August 1999

Services



BASE LODGING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 911 SVF/SVML (Ray McCarthy)
Supersedes 911 AWI 34-201, 11 August 1998

Certified by: 911 AW/CC (Col F. Baxter Lane)
Pages: 4
Distribution: F

This instruction implements AFRPD 34-2, *Managing Nonappropriated Funds*. It establishes a policy to provide uniform procedures for Base Lodging. It is applicable to all personnel using the 911th Airlift Wing Transient Quarters.

SUMMARY OF REVISIONS

This revision covers Base Lodging rates changed per Air Force Policy. A (I) indicates revisions from the previous edition.

1. Priority of Eligibility of Personnel. Lodging must be made available for qualified personnel IAW AFI 34-246, *Air Force Lodging Program*. After all reservations are committed for Priority 1 personnel, (individuals on official orders who belong to the USAF, AFRC, or ANG, or whose unit has a Lodging "Memorandum of Agreement"), the remaining lodging will be made available on a first-come-first-served basis without regard of rank to Space "A" personnel. Space "A" refers to those personnel having a valid ID card, but not traveling on official orders to this base.

2. Accommodations. This facility has been designated as Transient Quarters to provide a service to active duty and TDY transient personnel and to conserve appropriated funds through reduced per diem payments. The standard rate is \$14.50 per night, per person and DV & SNCO suites are \$19.50 per night, per person with maximum fee being \$20.75 and \$28.50 per night, per room respectively. No monthly or other rate applies.

2.1. The adequacy standards of AFI 34-246 will be adhered to unless circumstances, such as renovation, mechanical failure, etc., require changes and are deemed necessary by the Wing Commander. E7 through E9 and O1 through O10 will be entitled to private rooms except as noted above. Aircrew members, who are on crew rest, will be entitled to a private room regardless of grade. Officers will

not be paired with enlisted. Males will not be paired with females, except in the case of married reservists, when appropriate lodging is available, and as space permits.

3. Entitlements:

3.1. 911 AW personnel residing outside of the IDT (Inactive Duty Training) commuting distance are authorized up to two (2) nights lodging per UTA (Unit Training Assembly) at unit expense. These personnel will receive priority for on/off base quarters assignment up until 1800 on UTA Saturdays. Non-commuters are urged to utilize government quarters on Friday prior to the UTA to guard against fatigue, early morning traffic, etc. **NOTE:** Unit commanders and first sergeants may sign for a key for personnel residing outside the commuting distance by 1500 Saturday if the individual cannot report to lodging in person for a legitimate reason.

3.1.1. 911 AW personnel residing inside the commuting distance, and authorized by waiver to lodging on base during a UTA, will pay the applicable room rate themselves.

3.1.2. Additional Flying Training Period (AFTP). Assigned aircrew members may be granted unit funded lodging accommodations if they are participating in AFTP status. This entitlement is granted where local quarters are essential to support crew rest, show times or personal safety when measured against fatigue, inclement weather or extended driving distance.

3.2. Active Duty Training (ADT). Personnel residing outside of the ADT commuting area are authorized use of government quarters.

3.2.1. During annual tours (AT), when the Base Dining Facility is open, enlisted personnel residing outside of ADT commuting distance are authorized to occupy quarters at unit expense. Officers will always pay for quarters.

3.2.2. During annual tours, when the Base Dining Facility is not open, personnel residing outside of ADT commuting distance will be on per diem status and they will pay for use of quarters. They will be reimbursed upon filing a travel voucher.

3.2.3. Special Tour of Active Duty of Training, Special Tour of Active Duty and School Tours. Personnel residing outside of the commuting distance are authorized use of government quarters. They will pay for use of quarters and will be reimbursed upon submission of a travel voucher.

3.2.4. Personnel residing within the ADT commuting distance may stay in base transient quarters on a space available basis (Priority 2). They must pay for quarters and will not be reimbursed. Exceptions are possible, if mission essential, fully justified by letter, and approved by the Wing Commander.

3.3. Space Available Guests:

3.3.1. Space available guests are not authorized lodging when contract quarters are to be utilized.

3.3.2. Space available guests are required to pay in advance of their stay by cash, check or credit card.

3.3.3. The Wing Commander, or his designated representative, may approve civilian employees on a case-by-case basis staying in quarters when deemed necessary. This may be designated to the Lodging Manager in writing.

4. Registration Procedures:

4.1. Eligible personnel desiring lodging accommodations will report directly to the Base Lodging Office, Building 206, Room 103, for a room assignment. Presentation of their military identification and a copy of orders for review will be required for verification of eligibility. Personnel will then be assigned to base quarters accordingly.

4.2. Reservations may be made Sunday through Saturday from 0800 to 2200 at the Lodging Office or by telephone at (412) 474-8230. Hours vary on holidays. Unit commanders will designate a representative who will provide Lodging with a listing of their personnel requiring lodging for the succeeding UTA within 5 days after the current drill, as well as for alternate UTAs.

4.3. All reserved keys not issued by closing time will be left at the 911 Consolidated Club. The club will issue room keys to authorized guests with reservations and with proper ID. Upon their closing, the keys will then be turned over to the Security Forces, at the main gate, to issue keys to a member of the 911 Airlift Wing, (if quarters are available) by presenting a valid identification card and verifying that he/she is a Reservist at the 911 Airlift Wing. Security Forces will not issue keys to dependents of the 911 Airlift Wing. Authorization for dependents to occupy transient quarters will be made by the Lodging manager only.

5. Checkout time and Procedures:

5.1. Checkout time, other than UTAs, has been established at 1200 hours. Checkout time on 911 UTAs is Sunday at 1700 hours. If checkout time cannot be met, the Lodging Office must be notified for an extension or a charge will be made to the individual for an additional day.

5.2. Name of individuals failing to return their keys upon departure will be recorded. The third offense will require a \$10.00 deposit each time a key is required by that individual.

6. Control Over Bedding, Keys and Funds:

6.1. Personnel requiring a room will report to the Lodging Office for a room assignment. All keys will be issued from the office during normal duty hours. After duty hours, keys may be obtained as per paragraph 4.3.

6.2. There will be a service charge of \$10.00 for all lost keys. This fee must be paid before another room key will be issued to the individual.

6.3. If the office is not open upon departure, the key and money due are to be placed in the envelope provided by the Lodging Office and deposited in the key drop in the office door.

7. Theft and Abuse:

7.1. Guests are responsible for assigned quarters and their contents. The cost of damage to the facility or theft of items will be charged directly to the individual. Base Lodging is not responsible for lost or stolen articles. Personnel leaving articles in lockers/rooms after departure do so at their own risk. We do not have permanent room assignments.

7.2. In the event items are discovered missing, the individual will immediately notify Base Security Forces at extension 8255 and the Lodging Manager at extension 8230 of loss. Security Police will investigate and initiate a DD Form 1569 **Incident/Complaint Report**.

8. Terms Explained:

8.1. Inactive Duty Training and Active Duty Training Commuting Distance. This is an area approximately 50 miles or one hour driving distance from base. (See 911 AWI 65-101 for a listing of cities and zip codes.)

8.2. Exceptions may be granted when weather conditions are too hazardous to permit safe travel or the nature of the duty involved requires the member to remain at the duty station overnight. All exceptions must be requested in writing by unit commanders and submitted through the Wing Commander to the Lodging Manager. Exceptions may be granted by the Wing Commander for no longer than six months.

9. Responsibilities:

9.1. Unit Commanders:

9.1.1. Enforce the Lodging program as defined in this regulation.

9.1.2. Minimize Lodging expenses whenever possible.

9.1.3. Explain the Lodging program and eligibility to newly assigned personnel.

9.1.4. Identify personnel who require exception to eligibility standards, as established by this regulation, and forward exception request per paragraph 8.2.

9.1.5. Designate representative to coordinate with Lodging on UTAs and on alternate UTAs.

9.2. Lodging:

9.2.1. Will provide quarters on a reservation basis including UTAs. On-base quarters will be assigned first, with contract quarters used to house the overflow, if necessary.

9.2.2. Request identification from each person reporting for quarters.

9.2.3. A form letter and copies of receipts will be attached to the billing document and forwarded to the Accounting and Finance Officer for payment action.

9.2.4. Maintain a system to monitor use of off base contract quarters. Promptly verify invoices and prepare billing for all contract quarters for submission to the authorized IMPAC cardholder for prompt payment.

9.2.5. Budget for funds on an annual basis to pay contractual Lodging expenses and service fees.

F. BAXTER LANE, Col, USAFR
Commander